
AFFILIATE COUNSELOR CONFERENCE GUIDELINES

1. Develop a Conference Agenda and set the date for your conference. Ensure minimum requirements are met as outlined in the PLTW Counselor Conference Guidebook.
2. Communicate the information below sixty days in advance to Dawn Marie Fountain (dfountain@pltw.org) for posting to the PLTW website:
 - Conference date
 - Conference location
 - Conference time
 - Primary conference contact and contact information
 - Registration fee (if any)
 - Tentative agenda
 - Link to Affiliate website for more conference information
3. At the immediate conclusion of the conference, the following information must be forwarded to Dawn Marie:
 - Counselor Conference Attendance Record. This break down will help us accurately communicate the audience that attended as a component of the PLTW ongoing program evaluation.
 - Request for Payment Form. As a not-for-profit foundation, PLTW must make grant payments to Affiliate Universities. Payments will not be made to individuals. Please fill out this form with the University name and address that the grant should be sent to.
4. Grant Rules:
 - If you offer more than one conference a year, please submit your initial request for payment form immediately after the conclusion of the first conference.
 - At the time of your second conference, you can submit a second request for payment form again -based on the number of attendees.
 - Please note that your cumulative grant amount for the year will not exceed \$2000. *see grant exception below
5. Grants will be allocated as follows:
 - 24 and less participants = \$250
 - 25-49 participants = \$500
 - 50-74 participants = \$1000
 - 75-99 participants = \$1500
 - 100+ participants = \$2000 max

* Exception: If one or more Affiliates join together to offer a counselor conference, and receive 300+ attendees, then an additional \$2000 will be granted for a maximum total of \$4000.

Note: The PLTW calendar year runs July 1- June 30. Your reports must be submitted within a month of holding your conference. Failure to follow these procedures will result in funding ineligibility.

If you have any questions or need more information, please contact Laura Greenaway at 518.836.3335 or Dawn Marie at 518-836-3352.